

C.I.G. Administrative Instructions

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

15 February 1951

STATINTL ADMINISTRATIVE INSTRUCTION
[Redacted]

SUBJECT: Policy Determinations

1. Questions on matters which are not clearly provided for in basic Agency policy or which seem to indicate need for interpretation or new Agency policy have arisen and will continue to arise within the various Offices of the Agency at different levels.
2. Clearly in the interests of the Agency as a whole, these questions are of proper concern to the Director's office and should of course not receive final disposition within or at the staff or Office level. They should be forwarded through appropriate channels with endorsements (favorable or unfavorable) directly to the DCI.

STATINTL FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
[Redacted]

MURRAY McCORMACK
Deputy Director
(Administration)

DISTRIBUTION: 3

✓ Registry

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[Redacted]
Deputy Director
(Administration)

DISTRIBUTION: 3

STATINTL

TRANSMITTAL SLIP		
<i>14 Oct 51 b2</i> DATE		
TO:	DD/A	ROOM NO.
BUILDING		
REMARKS:	<i>10 myself recommend reliance as adm. instr. Distribution 3 provides distribution down to branch chiefs. WD</i>	
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1948

ER 1-5663.

D R A F T #2
9 February 1951

Questions on matters which are not clearly provided for in basic Agency policy or which seem to indicate need for interpretation or new Agency policy have arisen and will continue to arise within the various Offices of the Agency at different levels.

These questions are of proper concern to the Director's office and should of course not receive ^{final} disposition within or at the ~~Office~~ ^{staff of} level. They should be forwarded through appropriate channels with endorsements (favorable or unfavorable ~~recommendation~~) directly to the DCI.

Clearly in the interest ~~of~~ the agency as a whole,

Concur

Wes

Dir 3- 826

11/2/50
SAC
Please draft
memos to AGO
so office can be
informed

MEMORANDUM TO: (1)
(2) Mr. Jackson

OK by
WJD.

Recommend approval.


JSE

29 January 1951
(DATE)

FORM NO. 10-101 OCT-1950

(47)

STATINTL

UN	REF ID: A65342	RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)				
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO		INITIALS	DATE	
1	D/DCJ			
2				
3				
4				
5				
FROM		INITIALS	DATE	
1	DDA	22c	22/Jan	
2				
3				
<input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE				
REMARKS: <i>No Comment.</i> <i>rep</i>				
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED	
FORM NO. 30-4 SEP 1947				

RESTRICTED

1-5204

26 January 1951

MEMORANDUM FOR:

STATINTL

1. Basic policy questions can arise within the various Offices but can get killed by a staff or a division chief; thus the Agency is deprived of an overall view of what might be a very good idea. Hence I think we should require that any basic administration policy arising within a staff or division should come up through channels to DD/A with appropriate endorsements.

STATINTL

2. An example of this is suggestion that at the end of six months his graduates go from GS-5 to GS-7. This is a basic personnel policy question and should come "upstairs" so to speak.

25X1A

was addressing the memorandum embodying this question to Chief, Staff II, of OPC. Under our present regulations it could stop right there. It shouldn't.

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